

Citizens' Equal Opportunity Commission  
PR Sub-Committee Meeting 6/18/15 3pm PST  
Via City of San Diego Conference Bridge 619-533-5646

Chair: Commissioner Rafael Perez (Present)

Sub Committee Members: Commissioner Lan Jefferson (Present) Commissioner Monte Jones (Present) Commissioner Cynthia Suero-Gabler (Present), Staff: Kymeshia Morris (to confirm conference bridge was functional for subcommittee.)

1. General
  - a. Meeting Times
    - i. Monthly from 3-4pm on the third Thursday
    - ii. Kymeshia sent "series occurrence with information on the phone bridge" on 6/9/15. Commissioners to confirm they selected Yes and added to calendars.
    - iii. 619-533-5646
  - b. New member welcome: Commissioner Cynthia Suero-Gabler
    - i. Welcome Cynthia
    - ii. Subcommittee history/recap (creation at retreat and retreat goals)
2. Community Outreach
  - a. Need some content for the website:
    1. Basic "Doing Business with the City" Powerpoint, video, or other media.
      - a. Possibly record a presentation on Planet bids basics for new contractors.
    2. Link to newsletter (featuring CEOC corner)
      - a. Confirmed it's on EOC website.
      - b. Commissioner Jones suggested clear and visible links on all related sites (EOC, CEOC, etc.)
  - b. event document for sub-committee
    - i. Lan created fillable pdf and emailed to all subcommittee members during meeting.
      1. To report events attended
      2. To serve as a source to create future press releases and for reference during future community outreach.
3. Council Relations
  - a. council committee
    - i. Follow up
      1. –Informed Commissioner Suero-Gabler of subcommittees goal to attend and/or make public comment at relevant council committee meetings.
  - b. City Council Meetings
    1. (same as council committee above.)
4. Public Relations
  - a. Outreach
    - i. Record presentation regarding planet bids to use on website: Staff advised that limited resources hindered them from being able to capture video or audio of last planetbids presentation.

- b. Relevance and Timing
  - i. Timely press releases for CEOC news
    - 1. –Upcoming newsletter
      - a. Due June 26<sup>th</sup>. 100 word max
      - b. Topic: To thanks Stamp and Gregg & congratulate new commissioners and reappointments.
        - i. Commissioner Suero-Gabler will create draft by 6/22/15
        - ii. Will forward to subcommittee for edits and feedback.
        - iii. CEOC corners to rotate between subcommittees to give everyone an opportunity to contribute since 100 words is to limited to give every subcommittee a spotlight each newsletter.
- c. Community Meetings (Announcements at high visibility events and meetings)
  - i. –Remember to complete PDF form Commissioner Jefferson sent subcommittee.
  - ii. Meeting/Event Attendance Form- Where do we upload?
    - 1. Ask staff about creating [CEOCpr@gmail.com](mailto:CEOCpr@gmail.com) to email attachment and create a google docs account we can all access. Alias can forward to a staff member (Kymeshia?)

Meeting Adjourned 3:40 pm